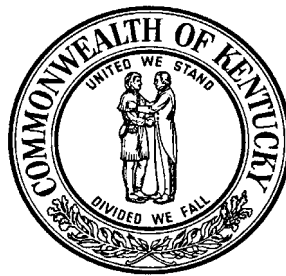


**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS  
AGREED-UPON PROCEDURES ENGAGEMENT  
OF THE  
LYON COUNTY  
PROPERTY VALUATION ADMINISTRATOR**

**For The Period July 1, 2003  
Through June 30, 2004**



**CRIT LUALLEN  
AUDITOR OF PUBLIC ACCOUNTS  
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**CRIT LUALLEN**  
**AUDITOR OF PUBLIC ACCOUNTS**

Independent Accountant's Report

Robbie Rudolph, Secretary, Finance and Administration Cabinet  
The Honorable Janice G. Stokes  
Lyon County Property Valuation Administrator  
Eddyville, Kentucky 42038

We have performed the procedures enumerated below, which were agreed to by the Lyon County Property Valuation Administrator, solely to assist you with the accountability for statutory contribution receipts and disbursements, including capital outlay disbursements, city government receipts, recordkeeping, and leases and contracts for the period July 1, 2003 through June 30, 2004. This engagement to apply agreed-upon procedures was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the Lyon County Property Valuation Administrator. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. Procedure -

Determine if the Property Valuation Administrator has a receipts ledger, a disbursements ledger, and reconciles bank records to books each month.

Finding -

The Property Valuation Administrator has a receipt and disbursements ledger and reconciles the bank records to the books each month.

2. Procedure -

Compare recorded city receipts to confirmed payment amounts obtained from city governments. Also review the list of city receipts for completeness.

Finding -

Payment amounts obtained from city governments agreed to recorded city receipts. The list of city receipts appeared to be complete.



Robbie Rudolph, Secretary, Finance and Administration Cabinet  
The Honorable Janice G. Stokes  
Lyon County Property Valuation Administrator  
(Continued)

3. Procedure -

Compare the budgeted statutory contribution by fiscal court to the legally required amounts calculated by the Department of Revenue. Trace the fiscal court payments from the fiscal court statutory contribution budget account to the Property Valuation Administrator's local bank account.

Finding -

The budgeted statutory contribution of the fiscal court agreed to the legally required amount calculated by the Department of Revenue. Fiscal court payments from the statutory contribution budget account traced to the Property Valuation Administrator's local bank account.

4. Procedure -

Select a sample of disbursements from available Property Valuation Administrator's records and agree amounts to cancelled checks, paid invoices, or other supporting documentation. Determine if the expenditure is for official business.

Finding -

Disbursement amounts as recorded in the disbursements ledger agreed to the amounts per the cancelled checks, and were supported by paid invoices.

5. Procedure -

Compare capital outlay disbursements with cancelled checks, supporting documentation, and proper purchasing procedures. Verify the location of newly acquired assets.

Finding -

Capital outlay disbursements agreed to cancelled checks and supporting documentation. Capital outlay purchases were initiated in accordance with proper purchasing procedures.

6. Procedure -

Scan vehicle lease agreements, personal service contracts, and professional service contracts for cost schedules and compare to actual payments. Determine if services received were appropriate, for official business, and properly authorized.

Finding -

There were no vehicle lease agreements, personal or professional service contracts.

Robbie Rudolph, Secretary, Finance and Administration Cabinet  
The Honorable Janice G. Stokes  
Lyon County Property Valuation Administrator  
(Continued)

We were not engaged to, and did not perform an examination, the objective of which would be the expression of an opinion on the receipts and disbursements, including capital outlay disbursements, city government receipts, recordkeeping, and leases and contracts. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of the Property Valuation Administrator and the Department of Revenue and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Crit Luallen", with a long horizontal flourish extending to the right.

Crit Luallen  
Auditor of Public Accounts

Engagement fieldwork completed -  
December 3, 2004



